



# Department of Defense DIRECTIVE

NUMBER 5025.1

July 27, 2000

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Incorporating Change 1, September 11, 2000

DA&M

SUBJECT: DoD Directives System

References: (a) DoD Directive 5025.1, subject as above, June 24, 1994 (hereby canceled)  
(b) DoD Directive 5400.9 "Publication of Proposed and Adopted Regulations Affecting the Public," December 23, 1974 (hereby canceled)  
(c) [DoD 5025.1-M](#), "DoD Directives System Procedures," current edition  
(d) DoD 5025.1-I "DoD Directives System Annual Index," current edition  
(e) through (g), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibilities governing DoD Directives, DoD Instructions, and DoD Publications (hereafter referred to collectively as "DoD issuances").

1.2. Cancels reference (b).

1.3. Continues to authorize the publication of references (c), (d), and (e).

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field

Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

### 3. DEFINITIONS

3.1. Defense Agencies and DoD Field Activities. Organizations specifically designated as Defense Agencies or DoD Field Activities under Section 191 of title 10 U.S.C (reference (f)).

3.2. Directive-type Memorandum. A memorandum issued by the Secretary or Deputy Secretary of Defense or OSD Principal Staff Assistants (PSAs) that, because of time constraints, cannot be published in the DoD Directives System at the time of signature. A DoD issuance will be issued within 180 days of signature of the memorandum.

3.3. OSD Principal Staff Assistants (PSA). OSD officials holding Presidential appointments, Assistants to the Secretary of Defense, and OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

3.4. Other Organizational Entities within the Department of Defense. Organizations established pursuant to the Secretary's authority under Sections 113 or 125 of reference (f), but excluding those designated under Section 191 of reference (d). These organizations include but are not limited to the Uniformed Services University of the Health Sciences and the National Reconnaissance Office.

3.5. Organizational Charter. A DoD Directive that establishes the responsibilities, functions, relationships, and delegated authorities, as applicable, of an OSD PSA, Defense Agency, DoD Field Activity, or other organizational entity in the Department of Defense.

### 4. POLICY

It is DoD policy that:

4.1. A single, streamlined, uniform system governing the preparation, coordination, approval, publication, dissemination, implementation, and internal review of DoD issuances will be maintained within the Department of Defense, in accordance with DoD 5025.1-M (reference (c)). DoD issuances under the DoD Directives System includes the following:

4.1.1. DoD Directives that provide policy required or authorized by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DoD Components. Specifically, DoD Directives establish or describe policy, programs and major activities, and organizations; define missions; delegate authority; and assign responsibilities. A DoD Directive shall be approved and signed by the Secretary or Deputy Secretary of Defense.

4.1.2. DoD Instructions that implement policy, or prescribe a uniform method or delineate a specific plan of action for carrying out the policy, or provide directions or details for operating a program or activity; and assign responsibilities. A DoD Instruction implements a DoD Directive and shall be approved and signed by a PSA. A PSA may assign program responsibilities to another PSA or the Head of a DoD Component in a DoD Instruction when the authority to do so has been delegated by a DoD Directive.

4.1.3. DoD Publications (Regulations, Manuals, and DoD issuances that are not DoD Directives or DoD Instructions) that implement or supplement DoD Directives and DoD Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. A DoD Publication must be authorized by a DoD Directive or DoD Instruction and its foreword approved and signed by a PSA.

4.2. DoD Directives shall adhere to the principle of centralized policy-making with decentralized execution by the DoD Components. As such, OSD shall focus primarily on providing policy guidance, fixing responsibility, and establishing appropriate mechanisms for feedback and oversight. The DoD Components should be provided the latitude to determine how a given policy is to be implemented at the local level. DoD Directives should be streamlined into eight pages or fewer, with no procedures.

4.3. DoD Directives shall be written in such a way to preclude requirements for the publication of implementing documents by the DoD Components. When it is necessary to establish specific parameters for action or to prescribe procedures to ensure that the guidance being promulgated is fully understood and carried out, a DoD Instruction or DoD Publication should be issued rather than requiring the DoD Components to issue separate implementing documents. When implementing documents are not required, or when the deadline for issuing implementing documents has not been met, the DoD issuance shall be directly applicable to all elements within the DoD Component, and the Head of the DoD Component. The Head of the DoD Component shall be responsible for carrying out the DoD guidance.

#### 4.4. Coordination

4.4.1. Mandatory Coordination. All DoD issuances must be coordinated with the General Counsel, DoD, the Inspector General, DoD, and the Director of Administration and Management.

4.4.2. Proposed DoD issuances, including changes, reissuances, and cancellations of these documents, shall be formally coordinated to solicit the views of the Heads of DoD Components as follows:

4.4.2.1. If an Assistant Secretary of Defense (ASD) is under the authority, direction, and control of an Under Secretary of Defense (USD), the USD may solicit comments from the ASD and include such comments in the USD coordination.

4.4.2.2. In the Military Departments, coordination shall be at the level of Secretary, Under Secretary, or Assistant Secretary.

4.4.3. Proposed DoD Instructions and DoD Publications, including changes, reissuances, and cancellations of these document, shall be formally coordinated to solicit the views of the Heads of DoD Components.

4.4.4. Unresolved issues in proposed Directives shall be brought to the attention of the Secretary or Deputy Secretary of Defense. Unresolved issues in proposed Instructions and Publications shall be brought to the attention of the cognizant PSA.

4.5. DoD issuances of general applicability that affect the public shall be published in the Federal Register in accordance with guidance issued by the Director of Administration and Management (reference (e)).

#### 5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

5.1.1. Serve as the DoD Regulatory Policy Officer.

5.1.2. Review, coordinate, and approve DoD issuances as rules for publishing in the Federal Register.

5.1.3. Review and coordinate on all DoD issuances.

5.1.4. Prepare organizational charters for all OSD PSAs, Defense Agencies, and DoD Field Activities, and other organizational entities within the Department of Defense.

5.1.5. Monitor compliance with section 4., above.

5.2. The Director, Washington Headquarters Service, in accordance with DoD Directive 5110.4 (reference (g)) shall:

5.2.1. Administer and operate the DoD Directives System.

5.2.2. Provide operational support and administrative services to specified DoD Components and non-DoD activities.

5.2.3. Place approved DoD issuances on the Internet.

5.2.4. Approve Administrative Instructions.

5.3. The OSD Principal Staff Assistants shall:

5.3.1. Prepare DoD issuances that are relevant and necessary to accomplish their assigned responsibilities, in accordance with DoD 5025.1-M (reference (b)).

5.3.2. Prepare, coordinate, and approve DoD Instructions within their areas of responsibility and, if authorized by their organizational charters, sign the Instructions.

5.3.3. Prepare, coordinate, and approve DoD Publications and sign the foreword.

5.3.4. Publish DoD issuances of general applicability that affect the public as rules in the Federal Register in accordance with reference (e).

5.3.5. Coordinate proposed DoD issuances with the DoD Components, as prescribed in paragraph 4.4., above, and coordinate on proposed DoD issuances originated by OSD PSAs.

5.3.6. Six months from the date of the Directive and at 5-year intervals thereafter, OSD PSAs will also:

5.3.6.1. Review all DoD issuances under their cognizance for need and currency.

5.3.6.2. Certify by memorandum to DA&M, OSD, whether the issuances will be continued, revised, or canceled. Include in the memorandum the need and currency of the issuance in accordance with reference (c).

5.3.6.3. Issue directive-type memorandums and cancel or convert them to DoD issuances, in accordance with paragraph 3.2., above.

5.4. The Heads of the DoD Components shall:

5.4.1. Review and coordinate on proposed DoD issuances relevant to their missions.

5.4.2. Issue implementing documents, when required by the OSD PSAs or considered necessary, consistent with the intent of the DoD issuances.

5.4.3. Provide copies to the appropriate OSD PSAs, in accordance with DoD 5025.1-M (reference (c)).

## 6. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read 'Rudy de Leon'.

**Rudy de Leon**  
**Deputy Secretary of Defense**

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [Administrative Instruction No. 102](#), "Office of the Secretary of Defense (OSD) Federal Register (FR) System," August 6, 1999
- (f) Title 10, United States Code
- (g) [DoD Directive 5110.4](#), "Washington Headquarters Services," May 10, 1999